

REAL ESTATE BRANCH
Professional and Vocational Licensing Division
Department of Commerce and Consumer Affairs
State of Hawaii

Toll-free voice access numbers for neighbor islands: Kauai - 274-3141; Maui - 984-2400; Hawaii - 974-4000; Molokai & Lanai 1-800-468-4644, ext. (last five digits of the state number which you are calling)

Licensing Branch

- Mail: P.O. Box 3469, Honolulu, HI 96801; Office: 1010 Richards St., 1st Floor; 586-3000
- **Application forms:** real estate broker & salesperson, broker corporation/partnership/branch office, change form, site office, office location and cho exemption certification form, educational waiver, broker experience certificate, condominium hotel operator, condominium managing agent, license requirements, restoration of forfeited license, reinstatement of suspended license, license renewal.
- **Submission of application forms and general questions about application forms.**
- **Verification of licensing status of any licensee,** location of licensing records and its review or copies.
- Duplicate: licenses, educational waivers, experience certificates, license renewal applications.
- **Submission of written request for licensing history or license verification of a Hawaii real estate licensee with \$15 fee payable to Commerce and Consumer Affairs.**

Copies of Laws and Rules

- Mail: Cashier-DCCA, P.O. Box 541, Honolulu, HI 96809; Office: 1010 Richards Street, 3rd Floor, Honolulu
- Tel.: 586-2832 **No telephone requests.** Call only to verify availability of laws and rules or latest cost.
- Requests only in writing or in person, must be accompanied by a fee check, made payable to: Commerce and Consumer Affairs. (Prices are subject to change). **Cashier's close business at 4:00 p.m.**
Real Estate Brokers and Salespersons, Chapter 467, HRS (.75); Chapter 99, HAR (1.75)
Condominium Property Regime, Chapter 514A, HRS (1.75); Chapter 107, HAR (1.00)
Uniform Land Sales, Chapter 484, HRS (.75); Chapter 104, HAR (.75)
Time Sharing Plans, Chapter 514E, HRS (.75); Chapter 106, HAR (1.25)
Limited-Equity Housing Cooperatives, Chapter 421H, HRS (.25)
Real Estate Appraisers, Chapter 466K, HRS (.25); Chapter 114, HAR (1.00)
Mortgage Brokers and Solicitors, Chapter 454, HRS (.50)
Professional and Vocational Licensing Law, Chapter 436B, HRS (.50)

Filing Complaints or Complaint History on Licensees - Regulated Industries Complaints Office (RICO)

- Questions about filing complaints or filing complaints against real estate licensees, condominium hotel operators, condominium managing agents, real estate schools or instructors, limited provisions of condominium property regime (CPR), subdivision, time share, appraisers and unlicensed or unregistered regulated areas.
- Oahu: 235 South Beretania Street, 9th Floor, Honolulu, HI 96813; Tel. 587-3222; Complaint history on licensee tel. 586-2677. Kauai: 3060 Eiwa Street, #204, Lihue, HI 96766; Tel. 274-3200. Maui: 1063 Lower Main Street, Suite C-216, Wailuku, HI 96793; Tel. 243-5808. Hilo: 345 Kekuanaoa Street, Suite 31, Hilo, HI 96720; Tel. 933-8846. Kona: Keauhou Shopping Village, Room 134A, Kailua-Kona, HI 96740; Tel. 329-6684.

Landlord-Tenant Code - Office of Consumer Protection (OCP)

- Landlord-Tenant inquiries: 235 South Beretania Street, 8th Floor, Honolulu, HI 96813; Tel. 586-2634.
Copies of the Hawaii Residential Landlord/Tenant Code Handbook are available for \$2.00 per copy at the Cashier's Office, DCCA, 1010 Richards Street, 3rd Floor, Honolulu.

Discrimination in Real Property Transactions - Hawaii Civil Rights Commission

- Inquiries and complaints of discrimination in real property transactions.
- Mail and office: 830 Punchbowl Street, Room 411, Honolulu, HI 96813; Tel. 586-8636.

Fair Housing and Equal Opportunity Division; U.S. Dept. of Housing and Urban Development

- Mail and office: 7 Waterfront Plaza, Suite 500, 500 Ala Moana Blvd, Honolulu, HI 96813-4918; Tel. 522-8182.

Time Share, Appraisers, Subdivisions, Mortgage Brokers and Solicitors and Real Estate Collection Servicing Agents

- Time Share and Subdivisions: Tel. 586-2709; Appraisers: 586-2694; 586-2700; Mortgage Brokers/Solicitors and Real Estate Collection Servicing Agents: 586-2702; Mail: PO Box 3469, Honolulu, HI 96801; Office: 1010 Richards Street, First Floor, Honolulu.

Real Estate Testing Service - ASI (Assessment Systems, Inc.)

- Telephone: toll free 1-800-274-0999, 9 a.m. - 5 p.m., Eastern Standard Time, Monday through Friday
- Reservations: toll free 1-800-274-7301, 8:00 a.m. - 11:00 p.m. Eastern Standard Time
- Address: ASI/Hawaii Real Estate, P. O. Box 8588, Philadelphia, PA 19101-8588

Hawaii Real Estate Research and Education Center, College of Business Administration, University of Hawaii: 2404 Maile Way, Honolulu, HI 96822; Tel. 956-7892; Neighbor Island Toll Free Number: 1-800-642-4756; Home Page: <http://www.cba.hawaii.edu/rec>.

- To relate real estate education and research to the needs and benefits of real estate licensees and the general public.

REAL ESTATE BRANCH AND REAL ESTATE COMMISSION

- Mail and office address: **250 South King Street, Room 702, Honolulu, HI 96813**
- Home Page on the Web: <http://www.hawaii.gov/hirec>

Inquiries and information on:

586-2643

- Real estate broker's and salesperson's licensing laws and rules; broker corporation, partnership, trade name, branch office, site office; real estate recovery fund, disciplined, suspended, revoked, terminated, and forfeited real estate licensees; Real Estate Commission meetings and agendas. Commissioners; Executive Officers

586-2645

- Prelicensing and mandatory continuing education, real estate schools and instructors; broker experience certificates, educational waivers, real estate examination; Education Review Committee, Laws and Rules Review Committee: meetings, agendas; Real Estate Specialists

586-2644

- Information, forms, applications, records; condominium project registration (CPR) and public reports, Limited-equity cooperatives; condominium association registration, condominium governance; condominium managing agents, condominium hotel operators; Condominium Specialists

586-2646

- Condominium governance and management, Chapter 514A; Condominium Review Committee: meetings and agendas; condominium education and research; Condominium Specialists

ADMINISTRATION

586-2643

Calvin Kimura, Supervising Executive Officer

Christine Rutkowski, Executive Officer

Irene Kotaka, Secretary

REAL ESTATE SECTION

586-2645

Vacant, Senior Real Estate Specialist

Russell Wong, Real Estate Specialist

Lee Ann Teshima, Real Estate Specialist

Karyn Takahashi, Clerk-Stenographer

Lorene Arata, Clerk-Typist

CONDOMINIUM SECTION

586-2646

Cynthia Yee, Senior Condominium Specialist

Gina Watumull, Condominium Specialist

Camille Chun-Hoon, Condominium Specialist

Tammy Norton, Secretary

Robert Ito, Clerk

Stacey Hamada, Clerk

Victoria Murray, Clerk-Typist

Condominium Arbitration: Inquiries and requests for arbitration service on condominium issues and the mandatory arbitration requirement of §514A-121 concerning disputes on the interpretation or enforcement of chapter 514A, declaration, bylaws, or house rules.

- American Arbitration Association, 2660 Pacific Tower, 1001 Bishop Street, Honolulu HI 96813; Tel. 531-0541

- Dispute Prevention & Resolution, 1001 Bishop Street, Pauahi Tower Suite 1155, Honolulu, HI 96813; Tel. 523-1234

Condominium Mediation: Inquiries and requests for mediation service on condominium association governance and management, declaration, bylaws, house rules, Chapter 514A and its rules between apartment owners, board members, officers, association employees, condominium managing agents, and apartment tenants.

- Neighborhood Justice Center (NJC); 200 N. Vineyard Blvd, Suite 320, Honolulu, HI 96817; Tel. 521-6767

- Mediation Services of Maui (MSM); Cameron Center, 95 Mahalani Street, Wailuku, Maui 96793; Tel. 244-5744

Condominium Reference Library: Reference materials and books on condominium management and governance.

- Hawaii State Library Branches (call on availability); Makiki Library (City and County of Honolulu); Neighborhood Justice Center; Mediation Services of Maui; and the Real Estate Branch

Condominium Association Declaration and Bylaws: Official filed copy of each condominium association's declaration and bylaws and amendments for review and copies

- Bureau of Conveyances, 1151 Punchbowl Street, Room 123, Honolulu, HI , Tel. 587-0314, no telephone requests

Leasehold Disclosure and Land Reform Act (Lease to fee conversion): Inquiries about disclosure requirements on leasehold real property transactions and the Land Reform Act (lease to fee conversion of residential real property)

- Housing Finance Development Corporation, 677 Queen Street, Suite 300, Honolulu, HI 96813; Tel. 587-0620

Condominium Association Registration: Condominium registration documents for public review at the Real Estate Branch. The documents have material facts information about the condominium.